

Line Spacing

Did you know......that you can change the spacing between the lines in a Word document so that it has more white space between every line?

How to change your line spacing

1. Select Format / Paragraph
2. then change line spacing to 1.5

Note: *Spacing Before, or After.* refers to the space between each paragraph (not each line).

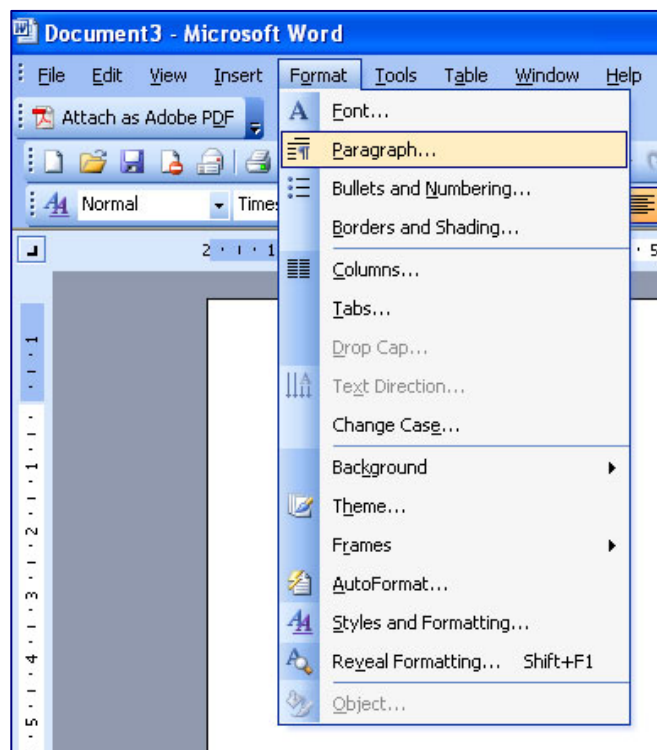
Example Text

This is an example of text that has single line spacing applied to it. Single line spacing is the default setting in Word.

This is an example of text that has 1.5 line spacing applied to it. 1.5 lines gives you more white space between the lines.

Example

Step 1



Step 2

